TO: All Departments
FROM: Paul Forte, Vice Chancellor for Business Affairs
DATE: March 5, 2019
REFERENCE: CLOSING DATES FOR FISCAL YEAR 2018-19

Departments must adhere to the following mandatory year-end deadlines in order to ensure that purchases and other expenses are paid from current year’s funds:

**PURCHASING**
- 4/30: Yo-Mart Purchase Requests > $5,000 (these are for orders that require bidding)
- 5/15: Remaining Yo-Mart Purchase Requests (items to be paid in FY19 and do not require bidding)
- 5/31: Must pay FY19 State Fund PO's by month-end

**PURCHASING CARD**
- 6/14: Payment of Purchasing Card Statement
- 6/21: On-line reconciliations and on-line approvals must be completed by 5:00 PM

**REVISIONS & TRANSFERS**
- 6/14: Requests for Budget Revisions (General Fund)
- 6/14: Journal Entries and Expenditure Transfers
- 6/21: Wire transfers
- 6/28: On-line budget pool transfers

**PETTY CASH**
- 6/14: Charges made via the Petty Cash System after this date will be reflected in July.

**TRAVEL**
- 5/30: Last day Travel Advances on State Funds to be issued for travel which ends prior to June 7th. *No travel advances will be issued on State funds for travel that ends after June 7th.*
- 6/7: Last day to submit Travel Reimbursements for processing in FY19, provided that sufficient funds are still available
- 6/7: All Travel Advances submitted & cleared

**CHECK WRITER**
- 6/14: Last day to write checks for FY19

**OTHER**
- 6/7: This is the last date to submit payment requests for the current year for any purpose, but require:
  - A correct invoice
  - The ordered items must be received in the department
  - Banner must show sufficient budget balance available in appropriate budget pool or line-item
- 6/11: Last day for Central Warehouse purchases to be made and charged to FY19.
- 6/14: All transactions (except Payroll) for the following funds must be processed by this date:
  - Summer Sessions & Professional Development funds (104000 to 104499)
  - Extension Instruction funds (1045xx to 1058xx)
- 6/14: Temporary employees will be paid for work performed through June 14th.
- 6/14: On-campus Service Areas: Work performed by Physical Plant, Computer Center, postage charges, etc. must be completed by June 15th in order to be charged to funds in FY19

*This includes all fund sources (e.a., State, Trust, etc.)*

If necessary, these dates may be revised due to statewide revenue shortfalls or other restrictions. Please advise all personnel in your area(s) of these important dates. Thank you in advance for your cooperation.